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10 AUG 1970

DD/S : [unclear]
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Notes for Your Discussion with the Inspector General Team

1. This memorandum is for your information.
2. It seems to me that there will be two broad areas of concern to the inspecting team. The first will be concerned with the performance of the Office of Personnel in terms of its current authorities and responsibilities. The second will have to do with where will the Office of Personnel be going in the future, the 1970's?
3. This second item raises the question of the relationship of the Director of Personnel to you, as DD/S, and to the Executive Director-Comptroller where matters of Agency personnel management policies and procedures are concerned. There is already something of a split role being played by the Director of Personnel in this regard and the responsibilities and authorities of the Director of Personnel should be clarified.
4. If the Director of Personnel is to play a role as the principal staff officer to Agency management for personnel affairs, then an examination of centralized authorities he will need to perform this function will be in order.
5. For example, the Director of Personnel is currently responsible for the cooperative education and the intern programs, yet he has absolutely nothing to do with the selection of young professionals for the Career Training Program. It should be important to clarify this seeming inconsistency because I am convinced that in the decade ahead there must be a single responsible official who will be held accountable for long range planning of young professional input and proper personnel mix in Agency staffing.
6. This latter item suggests a strong need to identify the appropriate roles to be played by the Office of Personnel and the OPPB in manpower controls: Super grade ceilings, upper level position controls, average grade levels, etc.
7. The inter-directorate movement of personnel is still fuzzy. Currently the role of the Director of Personnel is advisory and weaponless. Should a greater strength be give the Director of Personnel in controlling external recruitment to fill vacancies versus the transfer of on board personnel, and should the Director of Personnel in this context be given more control over the hiring and assignment of qualified personnel at the professional level?

8. In short I think the broad area mentioned, that of the direction of personnel management and administration in the 1970's, will be as important a part of the team's inspection as its review of our current performance under the existing authorities.



Robert S. Wattles
Director of Personnel

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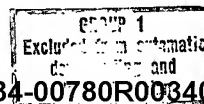
11 August 1970

Mr. Bannerman:

Per your request you may desire to have the IG look at the following when he surveys the Office of Personnel:

- a. MMPD including an examination of the need for military personnel currently assigned to the Agency and an examination of Agency reserve affairs.
- b. The entire concept of TAS (clerical pool).
- c. Deployment and use of Personnel Officers throughout the Agency.
- d. Functions and procedures of the Position Management and Compensation Division.
- e. The Career Service Grade Authorization system and the worth of its clerical complexity.
- f. A review of the Agency utilization of Contract personnel.

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